USC Cinematic Arts

CTPR 502 (18606D) COLLABORATION & CREATIVITY
Units: 1 Unit
FALL 2024 | MONDAYS 11:30AM - 1:20PM

CLASS: Mondays, January 13, 2025 - April 28, 2025
11:30am-1:20pm in SCA 110
No Class Martin Luther King Jr. Day (January 20th); Presidents' Day (February 17th)

Location: SCA 112

Link to Class Drive Folder:

https://drive.google.com/drive/u/8/folders/1XNyvaQxZ8hz_ibXJD5s18ho1eJqVuitO

Instructor:

Prof. Jamari Perry jamaripe@usc.edu

Office: Virtual
Office Hours: By appointment

Teaching Assistant/ Student Assistant:

Tosin Omolola omolola@usc.edu

Course Description

This course covers the foundations for fruitful collaborative experiences via presentations, in-class exercises and workshopping real-life challenges as well as first-hand testimonials from industry professionals. In addition, students will learn the essentials of emotional intelligence and ways to leverage it to plan, problem-solve, and build synergy among collaborators.

Learning Objectives

The goals of this course are:

- To work collaboratively with different members of the cohort
- To practice current collaborative methods used in the industry

- To share case studies in collaborative challenges among professionals
- To become a "better collaborator" – whenever & wherever you begin
- To find, nurture & enjoy the collaborative spirit
- To gain skills on how to navigate uncomfortable collaborative situations
- To prepare you for the collaborative 507 E3, E4, & CTPR508

Prerequisite(s): –
Co-Requisite(s): —
Concurrent Enrollment: –
Recommended Preparation: –

Course Notes

<u>**Class Overview:**</u>
Chapter 1 – Weeks 1-4: IDENTITY STORIES - RELATIONSHIP BUILDING
Chapter 2 – Weeks 6-9: COLLABORATIVE & CREATIVE EXERCISE - GIVING/GETTING FEEDBACK
Chapter 3 – Weeks 10-11: PROFESSIONAL ADVICE & MENTORSHIP
Chapter 4 – Weeks 12-14: COLLABORATIVE CHALLENGES
Chapter 5 – Week 15: CULTIVATING SUCCESSFUL COLLABORATION

Collaborative skills, sometimes referred to as "soft skills", are key to determining the success of any team's process and product. It is the glue that makes our community and industry succeed.

Discovering best collaborative practices means establishing mutually healthy expectations and boundaries, putting the big picture over egos, finding ways to respectfully disagree, understanding and appreciating personal and cultural differences, problem-solving on your feet, and maintaining consistent two-way communication.

This course will provide foundations for healthy working relationships via pod sessions, in-class exercises, and case studies and professional advice. We will pay particular attention to the strengths and challenges of working with predetermined teams.

Graduate Equity & Inclusion Labs
> **Graduate Equity & Inclusion Labs (syllabus paragraph)**
>
> As part of our [stated values and commitment to building more inclusive media industries](#), all incoming Production MFA students will attend two graduate lab sessions in their first semester focused on building stronger, more welcoming and equitable media communities. This semester, the **labs are scheduled for Friday, January 31 (11 am - 12:30 pm) & Friday, March 28 (11 am - 12:30 pm)**. Attending two sessions is part of CTPR 502 and will be factored into the course grade. Please contact diversity@cinema.usc.edu if you have any questions.

==Attending sessions is part of CTPR 502 and will be factored into the course grade.==
Description and Assessment of Assignments

Assignments will consist of in-class exercises and written assignments.

Participation

Collaborative work and class participation are key components of this course and will be factored into your grade accordingly.

Grading Breakdown

<u>**Assessment Tool (assignments)**</u>

<u>Journal Assignments 25%</u>

<u>In-class collaborative creative work & Class Participation 30%</u>

2 Graduate Equity & Inclusion Lab sessions 20%

Final 25%
<u>**TOTAL**</u> <u>100%</u>

Grading Scale

Course final grades will be determined using the following scale:

Letter Grade & Percentage Range

A 100% to 94% C 76% to 73%
A- 93% to 90% C- 72% to 70%
B+ 89% to 87% D+ 69% to 67%
B 86% to 83% D 66% to 63%
B- 82% to 80% D- 62% to 60%
C+ 79% to 77% F 59% to 0%

Assignment Submission Policy

All assignments must be submitted via Google Drive.

Grading Timeline

Submitted assignments will be graded on an ongoing basis throughout the semester. If you would like in-depth feedback on a particular assignment, you're welcome to schedule a meeting with the course instructor(s) during office hours.
Course Specific Policies

Assignments must be submitted on time. A late assignment will result in a student's grade being lowered by one notch for each day it's late.

Attendance

Students are expected to be on time and prepared for each class. One absence may result in a student's grade being lowered by one notch (IE: A becomes A-). Two absences may result in a student's grade being lowered by two notches (IE: A- becomes B). A third absence may result in a student's grade being lowered another full point (IE: B becomes C). Grades can be lowered by one full point for every additional absence.

Tardiness**:** A student is deemed late 7 minutes after the class is scheduled to start. One late arrival may not affect your grade. Two late arrivals equate to one full absence. (IE: A becomes A-). Three late arrivals may result in your grade being dropped by two portions (IE: A- becomes B). Four late arrivals may result in your grade being dropped three portions (one full point: B becomes C). Lateness of more than 30 minutes will count as an absence.

Timely attendance is mandatory and failure to attend all class sections from beginning to end may affect grades.

● Exemptions will be allowed on a case-by-case basis and must be supported by a written accommodation request from the USC Office of Student Accessibility Services (OSAS). ● Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments. Faculty are no longer required to provide an option for students to zoom into class. However, Faculty may choose to use zoom at their discretion in an effort to help students stay current in their course work.

Students must contact the professor or SA 24 hours prior to class start time if they need to miss class for any reason.

Classroom Norms

1. Amplify your strengths and feel free to learn from your mistakes.
2. Set the stage for future collaborations. Your current cohort will be with you for many years, creating the future of the film industry.
3. Anything you say, write, or submit in this class is in "the public sphere." Yet, you own the intellectual property to all the ideas you originate. The exercises and films you make in USC classes are owned by USC.
4. Make the most of the moments offered to you. Speak, reflect, create within the time frames offered. Observe whether your words or actions might be counter-productive.
5. All backgrounds, perspectives, and identities are welcome in this class.
6. Working PODS will be assigned for exercises throughout the semester. You are free to move into the hallways or outdoors during in-class exercises.
7. Each student must sign a 508 Trio Agreement at the end of this course.

Zoom etiquette

In-person attendance is mandatory. If in-person attendance is infeasible, students should contact the professor(s) or SA prior to the start of class with a valid reason and request for the class Zoom link. Students are encouraged to keep their camera on during synchronous Zoom sessions and actively participate during class.

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the USC Student Handbook.

All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Since creating, analytical, and critical thinking skills are part of the learning outcomes of this course, all assignments should be prepared by the student working individually or in groups. Students may not have another person or entity complete any substantive portion of the assignment. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated tools is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

If found responsible for an academic violation, students may be assigned university outcomes, such as suspension or expulsion from the university, and grade penalties, such as an "F" grade on the assignment, exam, and/or in the course.

In this course, you are encouraged to use artificial intelligence (AI)-powered programs to help you with assignments that indicate the permitted use of AI. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. (Living our Unifying Values: The USC Student Handbook, page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether

obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook,](#) page 13).

Course Evaluations

A [mid-semester evaluation](#) will be issued for students to fill out for early course correction. A course evaluation also will be made available at the end of the semester university wide. It is an important review of students' experience in the class.

Course Schedule

CHAPTER 1: IDENTITY STORIES - RELATIONSHIP BUILDING

Week 1: January 13

      Intro & Overview: film production hierarchies, above & below the line, departments, etc
      POD #1: "Identity Stories" *Character & Place*

Week 2: January 20 – NO CLASS (MLK Day)

Week 3: January 3

      POD #2: "Identity Stories" *Sharing insights*

Week 4: February 10

      Current SAG & Current Industry & SCA HEALTH Guidelines

      POD #3: *"Identity Stories" Building Your Reputation*

      Overview of Peer Review process

Week 5: February 17 – NO CLASS (PRESIDENTS' Day)

Week 6: February 24

      POD #4: Script Highlights: areas of concern re: health, legal & safety issues
      Guest: TBD

      Discussion of experience of determining heath, legal and safety issues

CHAPTER 2: COLLABORATIVE & CREATIVE EXERCISE - GIVING/GETTING FEEDBACK

Week 7: March 3

      Effective communication - emotional intelligence, creating safe spaces

physically and emotionally; setting healthy expectations and boundaries

NEW PODS: Brainstorm collaborative ideas

Guest: TBD – Art Department
Discussion of experience of determining heath, legal and safety issues

Week 8: March 10

POD Exercise 5: **The Art of Feedback**

Best practices on giving __and__ receiving constructive feedback
NEW PODS (2 507 Trios): *Present elevator pitch and get feedback*

Week 9: March 17

NEW PODS (2 507 Trios) Brainstorm collaborative ideas

NEW PODS (2 507 Trios): *Present elevator pitch and get feedback*

CHAPTER 3: PROFESSIONAL ADVICE & MENTORSHIP

Week 10: March 24

How professionals become agile and work together collaboratively
Above-the-line GUEST TBD

CHAPTER 4: COLLABORATIVE CHALLENGES

WEEK 11: March 31

Dealing with challenges as they arise
CONFLICT RESOLUTION
Below-the-line GUEST TBD

WEEK 12: April 7

507 TRIOS Exercise 6: **on Creative Challenges**
Collaboration Challenges sent to Google Drive

WEEK 13: April 14

GUEST PANEL ON COLLABORATION CHALLENGES

With 508 trio

CHAPTER FIVE: CULTIVATING SUCCESSFUL COLLABORATION

WEEK 14: April 21

GUEST PANEL ON INDUSTRY COLLABORATION CHALLENGES

On Studios, Television and Life Beyond 508
Guest get into the nuances of industry collaboration. Also planning advice for curriculum post-508.

WEEK 15: April 28

Agreeing on and working toward a common goal
FINAL: 508 Trio Agreement

The School of Cinematic Arts Support Systems and Statements

Diversity and Inclusion are foundational to the SCA community. We are committed to fostering a welcoming and supportive environment where students of all identities and backgrounds can flourish. The classroom should be a space for open discussion of ideas and self-expression; however, SCA will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against persons or property. If students are concerned about these matters in the classroom setting, they are encouraged to contact their SCA Diversity and Inclusion Liaison, http://cinema.usc.edu/about/diversity.cfm; e-mail diversity@cinema.usc.edu or anonymously submit a report on SCA Community: https://scacommunity.usc.edu/secure/diversityEquity/ You can also read more about how to report discrimination based on a protected class here: https://eeotix.usc.edu/get-help/what-are-my-choices-text/

SCA Office of Student Services
213-740-8358 or StudentAffairs@cinema.usc.edu

SCA Embedded Therapists
Students enrolled in an SCA major program can schedule an appointment with an embedded therapist for the School of Cinematic Arts through the student health portal MySHR.

SCA Community
For additional SCA resources please visit scacommunity.usc.edu

Creative Technology and Support
(213) 821-4571
creativetech@cinema.usc.edu
Location: SCA 128
Support Hours: Monday - Friday, 8:30 AM - 8:30 PM
https://knowledgebase.sca.usc.edu/
https://workstations.sca.usc.edu/

Physical Production Office
The Physical Production Office assists students and faculty with production-related matters including production numbers, locations, permits, insurance, gear and equipment vendors, safety issues, and crew and actor policies. More information can be found by visiting the online Production Procedures and Safety Handbook. The Physical Production Office is located at SCA 304 and is open every weekday from 9am-5pm (Fridays 9am-1pm). You can also reach the Office by calling 213-740-1298 or by email at spo@cinema.usc.edu.

Office of Industry Relations
School of Cinematic Arts - SCA 235
(213) 740-4432
ir@cinema.usc.edu

Cinematic Arts Library Research Guide
https://libguides.usc.edu/cinema

Statement on Academic Conduct and Support Systems
Academic Integrity:
The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed

the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodation is not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

COVID-19 Resource Center **-** https://coronavirus.usc.edu/what-should-i-do/

Counseling and Mental Health - *(213) 740-9355 – 24/7 on call*
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.
988 Suicide and Crisis Lifeline - *988 for both calls and text messages – 24/7 on call* The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

Relationship and Sexual Violence Prevention Services (RSVP) - *(213) 740-9355(WELL) – 24/7 on call*
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - *(213) 740-5086*
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - *(213) 740-5086 or (213) 821-8298*
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - *(213) 740-0776*
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - *(213) 740-0411*
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - *(213) 740-2101*
Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - *UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - *UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call*
Non-emergency assistance or information.

Office of the Ombuds - *(213) 821-9556 (UPC) / (323-442-0382 (HSC)*
A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Occupational Therapy Faculty Practice - *(323) 442-2850 or* otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

PLEASE NOTE:
FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY
INSTRUCTIONAL SPACES IN THE CINEMATIC ARTS COMPLEX